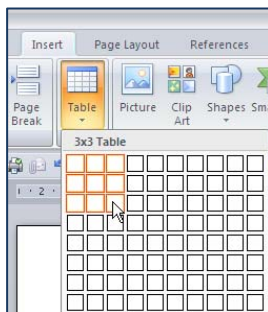
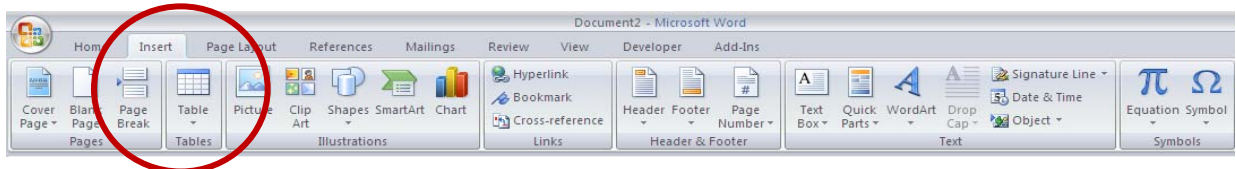


INSERTING TABLES

TO INSERT A TABLE INTO A DOCUMENT

- Turn on the **Insert Ribbon Tab**
- Locate the **Tables group** on the bottom of the **ribbon**.
- Click the **Table Button** to open the **Insert a Table window**

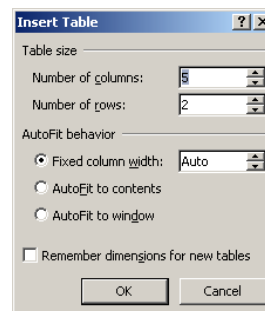


Option 1 - Use the grid

1. Drag the cursor over the grid.
2. Highlight as many squares as required
3. The preview will appear on the screen in front of you.
4. Left click the mouse - the table will appear in the document.

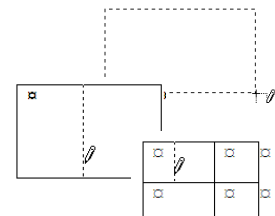
Option 2 – Use Insert A Table

1. Left click the **Insert Table** option
2. The **Insert a Table window** will appear
3. **Select the options** required
4. Left Click **OK**



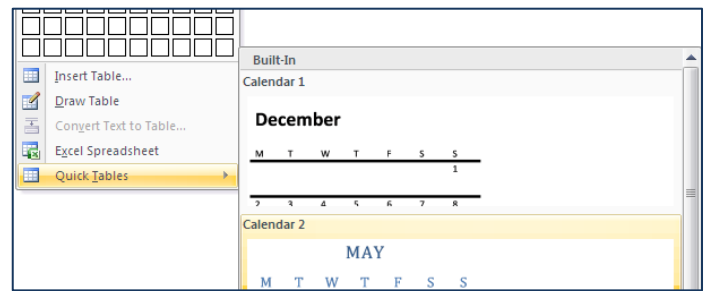
Option 3 – Use Draw a Table

1. Left click the **Draw Table** option
2. The **Table pencil** will appear.
3. **Left click and hold** the mouse button while dragging the mouse on a diagonal to the bottom right hand corner of the screen. This will draw a rectangle - the first cell of the table.
4. **Use the pencil to keep drawing** more lines within the table - Left click and hold the mouse as you drag across or down the table.



Option 4 – Quick Tables

1. Left click the **Quick Table** option
2. **The Built-In Table** window will appear
3. Use the **scroll bar**
4. **Select the table** option required.
5. Left Click **OK**
6. **Replace data in the table** with the information you require.



Option 5 – Excel Spreadsheet

1. Left click the **Quick Table** option
2. **An Excel spreadsheet will appear.**

NB: A **Spreadsheet ribbon** will also appear to enable the user to enter text and format the spreadsheet.

